

APPROVED BY
General Director of
JSC «Unified Electronic
Trading Platform»

_____ A.V. Kashutin

**Electronic trading platform
for conducting procurement procedures of
the State Atomic Energy Corporation «Rosatom» and its
subordinate organizations**

**Organizer's User Guide
Concluding a Contract with Small and Medium
Entrepreneurship**

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1. FIELD OF APPLICATION

The automated system for conducting procurement procedures in electronic form for The State Atomic Energy Corporation «Rosatom» (hereinafter referred to as the System, electronic trading platform, ETP) is designed to provide a unified procedure for conducting various procurement procedures in electronic form.

This document is intended for users of the System. The document provides basic information about the purpose and conditions of using the System, describes the features of using the System when performing functions that provide the main activity for conducting various types of procedures in electronic form (auction, reduction, competition, request for quotes, request for proposals), as well as functions that provide activities for obtaining the necessary information about the procedures and directly participating in them. This document describes the actions required to ensure effective user experience.

The system is an electronic trading platform (ETP) that meets the requirements of the following regulations:

- Federal law No. 63-FZ of April 4, 2011, «On Electronic Signature».
- Government order No. 179 of March 17, 2008 «On the Endorsement of the Regulation on the Use of Internet Sites Carrying out Open Auctions in the Electronic Form and on the Requirements to the Technological, Software, Linguistic, Legal and Organizational Means of Support of the Use of the Mentioned Sites, as well as to the Systems Providing Open Auctions in the Electronic Form».
- Uniform Industry Procurement Standard (Rosatom Procurement System) of The State Atomic Energy Corporation «Rosatom».

The system performs the functions of preparing, receiving, analyzing, processing, and providing information related to procurement procedures for the needs of The State Atomic Energy Corporation «Rosatom» and its subordinate organizations.

2. PRE-CONTRACTUAL NEGOTIATIONS

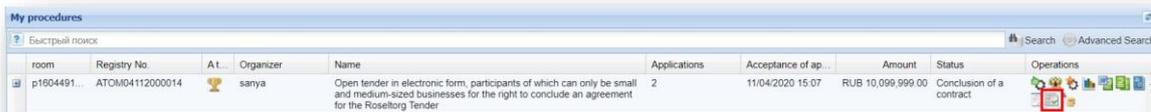
1) After the publication of the protocol summarizing the procedure, but before the conclusion of the contract, the Customer can conduct pre-contractual negotiations with the winner.

2) Pre-Contractual negotiations are conducted outside the ETP.

3) Based on the results of pre-contractual negotiations in the Rosatom Procurement System (RPS), it is necessary to form a protocol and transmit it to the ETP through integration.

4) After sending to the ETP, a draft protocol is automatically created.

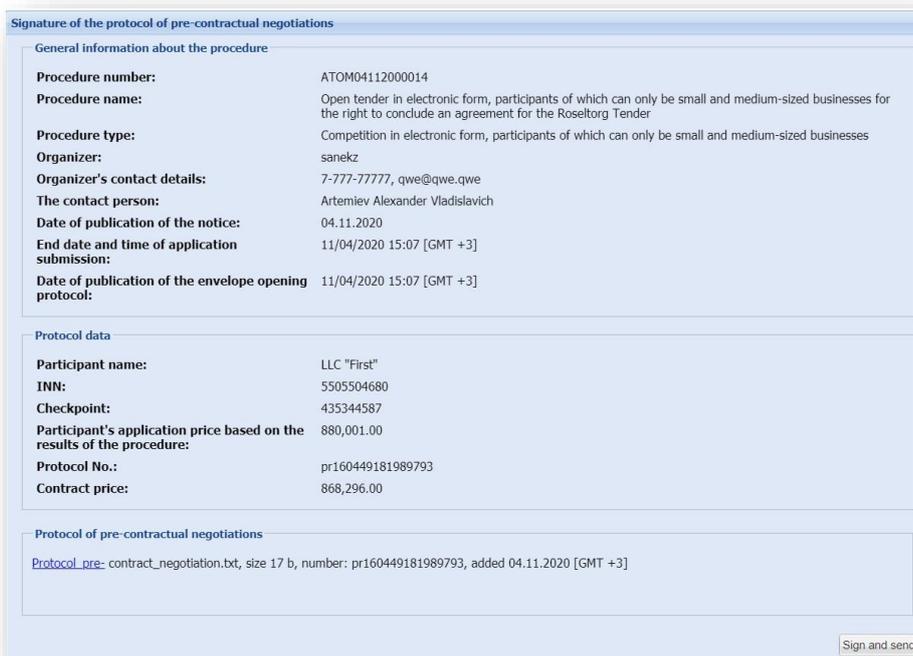
5) To view and publish a draft protocol, go to the section with procedures in your Profile, select the necessary one in the list, then select **Sign the protocol of pre-contractual negotiations** in the list of actions (Fig. 1).



room	Registry No	A.L.	Organizer	Name	Applications	Acceptance of ap...	Amount	Status	Operations
p1604491...	ATOM04112000014		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roselborg Tender	2	11/04/2020 15:07	RUB 10,099,999.00	Conclusion of a contract	

Fig. 1

6) The Signature of the protocol of pre-contractual negotiations form is displayed (Fig. 2).



Signature of the protocol of pre-contractual negotiations

General information about the procedure

Procedure number:	ATOM04112000014
Procedure name:	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender
Procedure type:	Competition in electronic form, participants of which can only be small and medium-sized businesses
Organizer:	sanekz
Organizer's contact details:	7-777-77777, qwe@qwe.qwe
The contact person:	Artemiev Alexander Vladislavich
Date of publication of the notice:	04.11.2020
End date and time of application submission:	11/04/2020 15:07 [GMT +3]
Date of publication of the envelope opening protocol:	11/04/2020 15:07 [GMT +3]

Protocol data

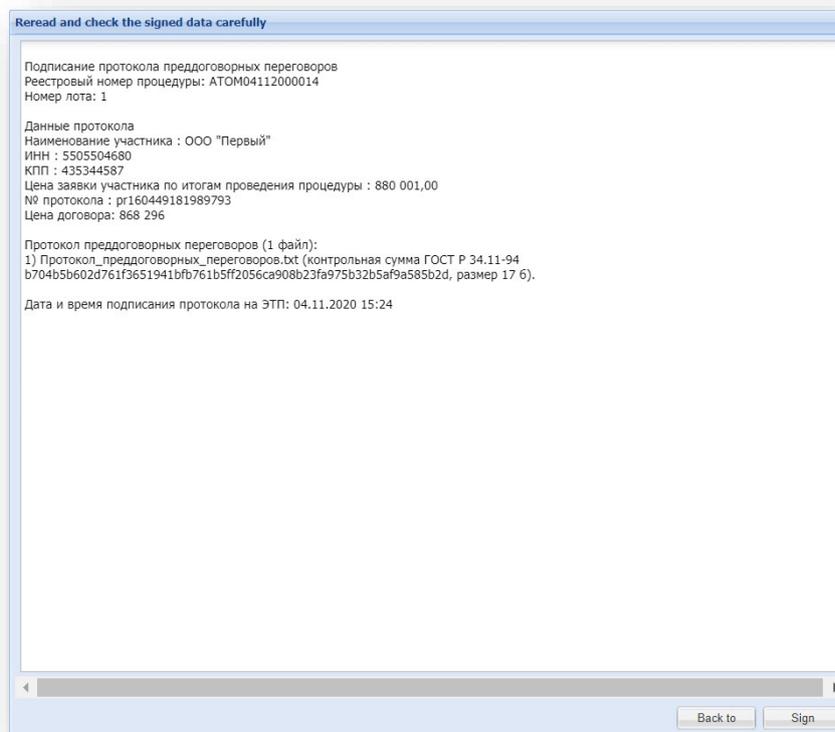
Participant name:	LLC "First"
INN:	5505504680
Checkpoint:	435344587
Participant's application price based on the results of the procedure:	880,001.00
Protocol No.:	pr160449181989793
Contract price:	868,296.00

Protocol of pre-contractual negotiations

[Protocol file:](#) contract_negotiation.txt, size 17 b, number: pr160449181989793, added 04.11.2020 [GMT +3]

Fig. 2

7) To post the protocol, select **Sign and send** and read the information carefully in the data confirmation form that opens (Fig. 3).



Reread and check the signed data carefully

Подписание протокола преддоговорных переговоров
 Реестровый номер процедуры: АТОМ04112000014
 Номер лота: 1

Данные протокола
 Наименование участника : ООО "Первый"
 ИНН : 5505504680
 КПП : 435344587
 Цена заявки участника по итогам проведения процедуры : 880 001,00
 № протокола : pr160449181989793
 Цена договора: 868 296

Протокол преддоговорных переговоров (1 файл):
 1) Протокол_преддоговорных_переговоров.txt (контрольная сумма ГОСТ Р 34.11-94
 b704b5b602d761f3651941bfb761b5ff2056ca908b23fa975b32b5af9a585b2d, размер 17 6).

Дата и время подписания протокола на ЭТП: 04.11.2020 15:24

Fig. 3

8) If all the specified data is correct, click **Sign**.

9) In the window that opens, click **Yes** and select the ES certificate. then click **OK**. You will see a message about the successful publication of the protocol on the ETP.

10) After publication, the protocol will be automatically sent to the EIS via integration (see paragraph 8). The Protocol is expected to be signed at the EIS by the Organizer.

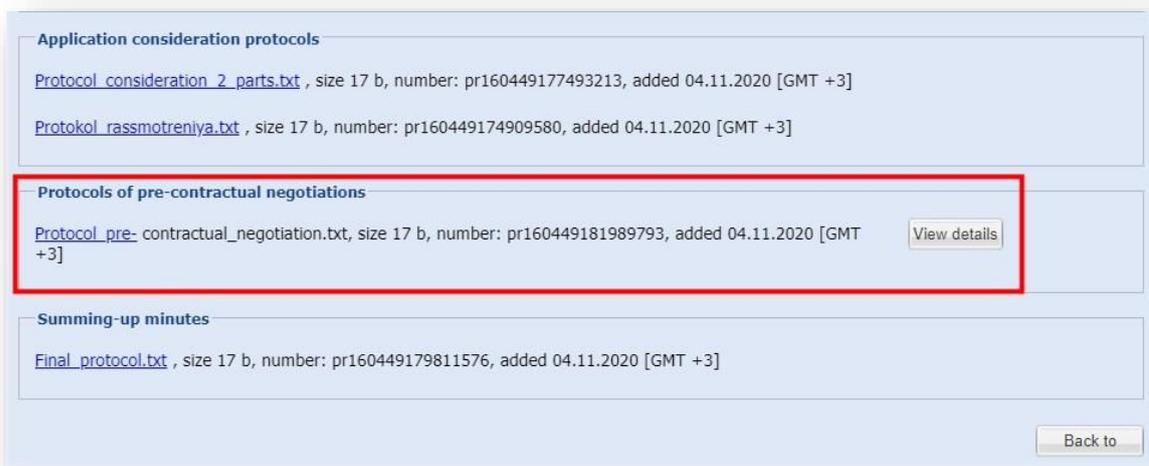
11) To view the published protocol, go to the procedure registry section in your Profile and select the appropriate one in the list, then select **Protocols** in the Operations column (Fig. 4).



room	Registry No	A type	Organizer	Name	Applications	Acceptance of applic.	Amount	Status	Operations
p160449118...	ATOM0412000014		sanya	Open tender in electronic form. participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Rosatom Tender	2	11/04/2020 15:07	RUB 10,099,999.00	Conclusion of a contract	

Fig. 4

12) On the protocol form that opens, you will be able to view and download the protocol in the Protocols of pre-contractual negotiations section (Fig. 5).



Application consideration protocols

[Protocol_consideration_2_parts.txt](#), size 17 b, number: pr160449177493213, added 04.11.2020 [GMT +3]

[Protokol_rassmotreniya.txt](#), size 17 b, number: pr160449174909580, added 04.11.2020 [GMT +3]

Protocols of pre-contractual negotiations

[Protocol_pre-contractual_negotiation.txt](#), size 17 b, number: pr160449181989793, added 04.11.2020 [GMT +3]

Summing-up minutes

[Final_protocol.txt](#), size 17 b, number: pr160449179811576, added 04.11.2020 [GMT +3]

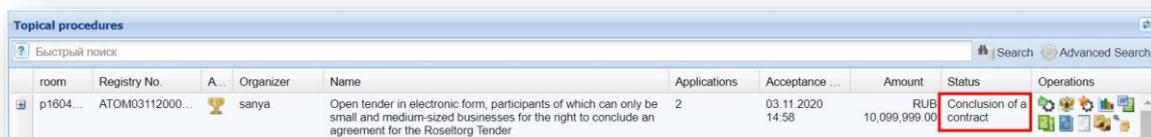
Fig. 5

3. CONCLUSION OF A CONTRACT

3.1. Customer Actions

3.1.1. The Issue of a Contract and Sending to ETP

1) The contract is concluded after the procedure has passed to the **Conclusion of the contract** status (Fig. 6).



room	Registry No.	A...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
p1604...	ATOM03112000...		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender	2	03.11.2020 14:58	RUB 10,099,999.00	Conclusion of a contract	

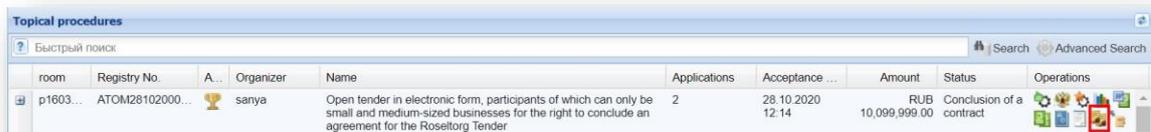
Fig. 6

2) The contract is drafted by the Customer in the Rosatom Procurement System for transfer to the ETP through integration.

3) After sending it to the ETP, a contract is automatically created. The contract status is set to **Agreement subject to agreement with the Customer**.

Note 1. The contract, which is in the status Contract on agreement with the customer available for viewing on the electronic trading platform to the Customer only.

4) The Customer can view the contract on the ETP. To do this, go to the section with procedures in the Profile, select the necessary one in the list, then select Contract in the Operations column (Fig. 7).



room	Registry No.	A...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
p1603...	ATOM28102000...		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender	2	28.10.2020 12:14	RUB 10,099,999.00	Conclusion of a contract	

Fig. 7

5) On the list of contracts form that opens, click on the contract (Fig. 8).

Customer	TIN of the customer	Customer's check...	Provider	TIN of the supplier	Supplier's checkp...	Status
sanya	5603569866	504871011	LLC First	5505504680	435344587	Agreement subject to agreement with the customer

Fig. 8

6) The Lot contracts form opens (Fig. 9). Please read the contract carefully.

Lot contracts

Lot information

Procedure registry number	ATOM04112000016, lot No. 1
Lot name	Hazelnut
Contract price	RUB 360.00
Applicant recognized as the winner in the auction for this lot	LLC "First"
Customer	SC "Rosatom"
Organizer	SC "Rosatom"
Number of remaining working days for the supplier to sign the contract	five

Contract versions

Draft agreement	
Latest version	Contract.txt , size 16 b, added on 11/04/2020 15:21 [GMT +3]

Documents

Disagreement protocols	Files missing
Protocols of refusal to conclude an agreement	Files missing

Contract status

Agreement subject to agreement with the customer

Confirm the contract

Fig. 9

Note 2. The Supplier must sign the contract within the period specified in the contract card that equal to **the number of remaining working days for signing the contract with the Supplier**

7) To send the contract for signing to the supplier on the form (Fig. 9), click **Confirm the contract**, the contract will go to the status **Contract signed by the supplier** (Fig. 10) and will be sent to the supplier for approval and signing.



The screenshot displays a web interface for 'Lot contracts'. It is divided into several sections:

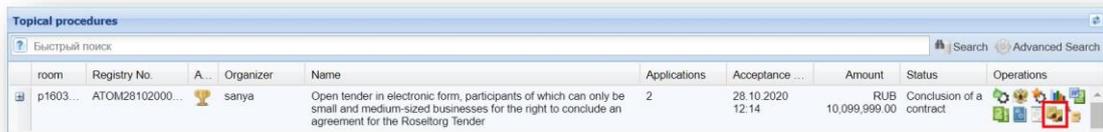
- Lot information:** A table with the following data:

Procedure registry number	ATOM04112000016, lot No. 1
Lot name	Hazelnut
Contract price	RUB 360.00
Applicant recognized as the winner in the auction for this lot	LLC "First"
Customer	SC "Rosatom"
Organizer	SC "Rosatom"
Number of remaining working days for the supplier to sign the contract	five
- Contract versions:** Shows a 'Draft agreement' section and a 'Latest version' section with a link to 'Contract.txt', size 16 b, added on 11/04/2020 15:21 [GMT +3].
- Documents:** Contains two sections: 'Disagreement protocols' and 'Protocols of refusal to conclude an agreement', both showing 'Files missing'.
- Contract status:** Displays the status 'Contract signed by the supplier'.

Fig. 10

3.1.2. Supplier Signature

- 1) After the Supplier signs the contract, the contract is signed by the Customer.
- 2) The result of signing the contract by the Supplier will be sent to the Rosatom Procurement System and also available when viewing the contract on the ETP.
- 3) To view the contract, go to the section with procedures in your Profile, select the appropriate one in the list, then select Contracts in the Operations column (Fig. 11).



room	Registry No.	A...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
p1803...	ATOM28102000...		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Rosetorg Tender	2	28.10.2020 12:14	RUB 10,099,999.00	Conclusion of a contract	

Fig. 11

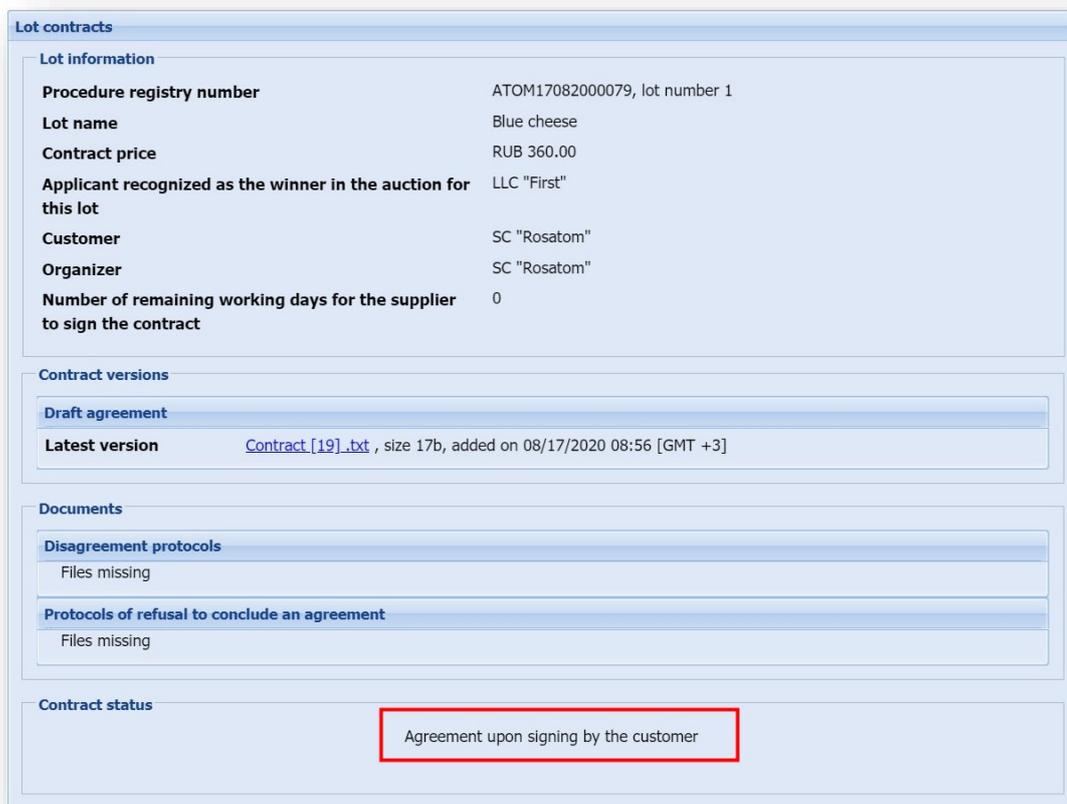
4) The List of contracts form displays the contract with the status **Agreement upon signing by the Customer** (Fig. 12), to view the card, click on the contract.



Customer	TIN of the customer	Customer's check...	Provider	TIN of the supplier	Supplier's checkp...	Status
sanya	5603569866	504871011	LLC First	5505504680	435344587	Agreement upon signing by the customer

Fig. 12

5) The Lot contracts form opens (Fig. 13).



Lot information

Procedure registry number: ATOM17082000079, lot number 1

Lot name: Blue cheese

Contract price: RUB 360.00

Applicant recognized as the winner in the auction for this lot: LLC "First"

Customer: SC "Rosatom"

Organizer: SC "Rosatom"

Number of remaining working days for the supplier to sign the contract: 0

Contract versions

Draft agreement

Latest version: [Contract_\[19\].txt](#), size 17b, added on 08/17/2020 08:56 [GMT +3]

Documents

Disagreement protocols: Files missing

Protocols of refusal to conclude an agreement: Files missing

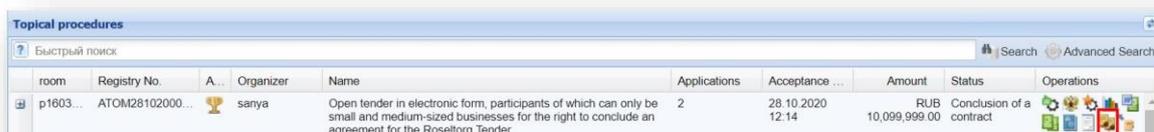
Contract status

Agreement upon signing by the customer

Fig. 13

3.1.3. Response to disagreements under a Contract

- 1) If the Supplier has disagreements on the submitted draft contract, the Supplier can reject the agreement and send the Disagreement protocol.
- 2) If the Disagreement protocol is published, the Customer can view the protocol in the ETP contract form and in the Rosatom Procurement System via integration.
- 3) To view the Disagreement protocol, go to the section with procedures in your Profile, select the necessary one in the list, then select Contracts in the Operations column (Fig. 14).



room	Registry No.	A...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
p1603...	ATOM28102000...		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roselorg Tender	2	28.10.2020 12:14	RUB 10,099,999.00	Conclusion of a contract	

Fig. 14

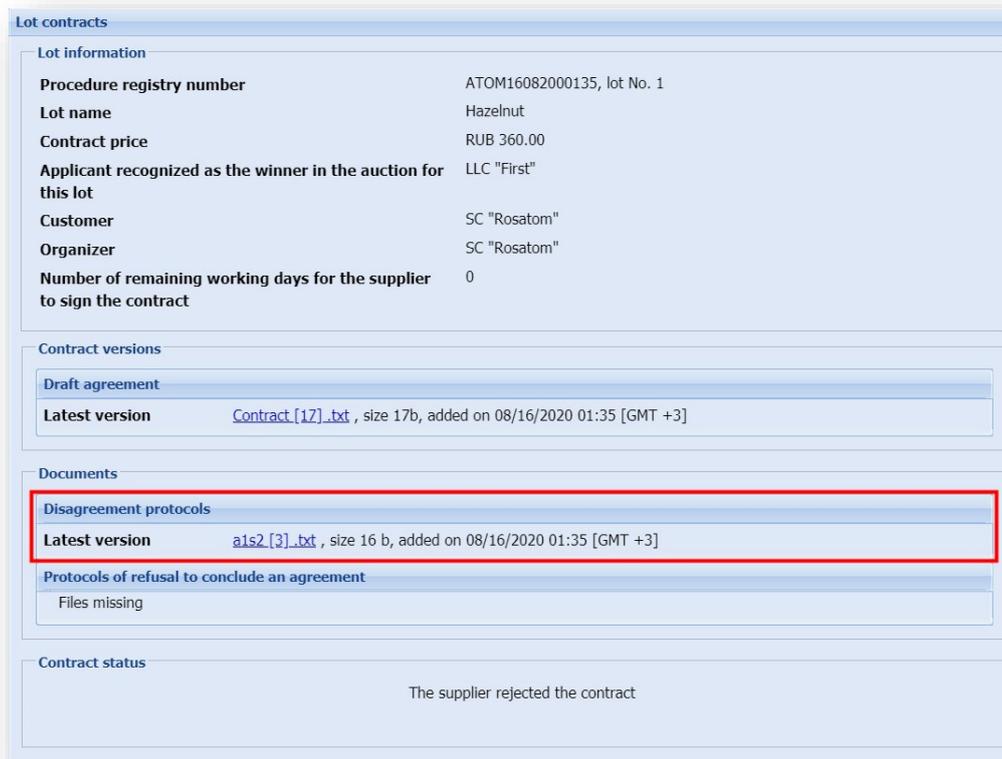
- 4) On the List of contracts form that opens, click on the contract (Fig. 15).



Customer	TIN of the customer	Customer's check...	Provider	TIN of the supplier	Supplier's checkp...	Status
sanya	5603569866	504871011	LLC First	5505504680	435344587	The supplier rejected the contract

Fig. 15

- 5) In the Lot contracts form for viewing the contract (Fig. 21), the Disagreement protocols section will contain the documents that the Supplier attached.



Lot contracts

Lot information

Procedure registry number	ATOM16082000135, lot No. 1
Lot name	Hazelnut
Contract price	RUB 360.00
Applicant recognized as the winner in the auction for this lot	LLC "First"
Customer	SC "Rosatom"
Organizer	SC "Rosatom"
Number of remaining working days for the supplier to sign the contract	0

Contract versions

Draft agreement	
Latest version	Contract [17].txt , size 17b, added on 08/16/2020 01:35 [GMT +3]

Documents

Disagreement protocols	
Latest version	a1s2 [3].txt , size 16 b, added on 08/16/2020 01:35 [GMT +3]
Protocols of refusal to conclude an agreement	
Files missing	

Contract status

The supplier rejected the contract

Fig. 16

- 6) If the Disagreement protocol is submitted, the Customer has the opportunity to make a decision on making / not making amendments to the contract.
- 7) This decision and the new contract must be formed in the Rosatom Procurement System and transferred to the ETP through integration.
- 8) After sending it to the ETP, the List of contracts form displays the decision to make / not make changes to the agreement, as well as new attached documents of the agreement (Fig. 17).

Lot contracts

Lot information

Procedure registry number	ATOM04112000018, lot No. 1
Lot name	Candied fruits, nuts
Contract price	RUB 360.00
Applicant recognized as the winner in the auction for this lot	LLC "First"
Customer	SC "Rosatom"
Organizer	SC "Rosatom"
Number of remaining working days for the supplier to sign the contract	five

Remarks partially or completely eliminated

Contract versions

Draft agreement

Latest version [Contract \[2\].txt](#) , size 16 b, added on 11/04/2020 15:31 [GMT +3]

Documents

Disagreement protocols

Latest version [a1s2.txt](#) , size 16 b, added on 11/04/2020 15:31 [GMT +3]

Protocols of refusal to conclude an agreement

Files missing

Contract status

The supplier rejected the contract

Fig. 17

9) To send the contract for signing to the Supplier (Fig. 17), click **Sign a contract**, the contract will go to the status **Contract signed by the supplier** (Fig. 18) and will be sent to the Supplier for approval and signing.



Fig. 18

3.1.4. Signing a Contract by the Customer

- 1) The Customer can sign the contract only after the contract is signed by the Supplier.
- 2) Before signing the contract, you must create this solution in the Rosatom Procurement System and transfer it to the ETP through integration.
- 3) After receiving the decision on the ETP, the agreement will change the status to **the contract is agreed with the customer** and the Customer will be able to sign the agreement on the ETP (Fig. 6).
- 4) To sign a contract, go to the section with procedures in your Profile, select the appropriate one in the list, then select Contracts in the Operations column (Fig. 19).

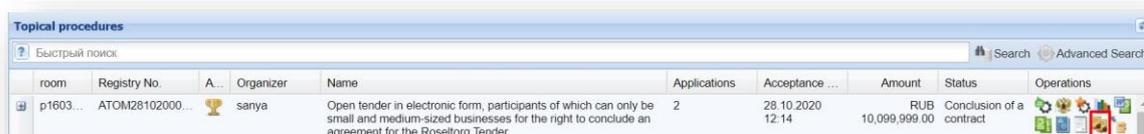


Fig. 19

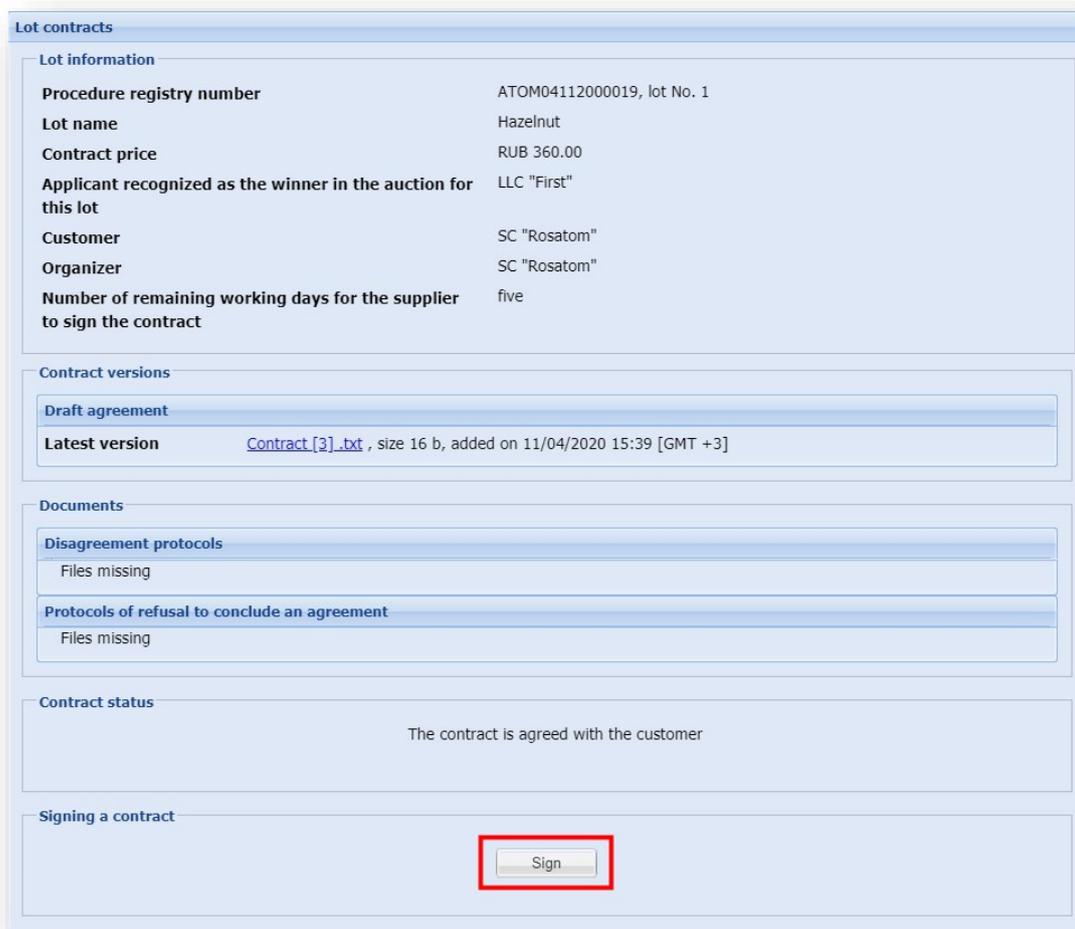
5) On the List of contracts form click on the contract (Fig. 20).



Customer	TIN of the customer	Customer's check...	Provider	TIN of the supplier	Supplier's checkp...	Status
sanya	5603569866	504871011	LLC First	5505504680	435344587	The contract is agreed with the customer

Fig. 20

6) In the Lot contracts form (Fig. 21), click **Sign**.



Lot contracts

Lot information

Procedure registry number: ATOM04112000019, lot No. 1

Lot name: Hazelnut

Contract price: RUB 360.00

Applicant recognized as the winner in the auction for this lot: LLC "First"

Customer: SC "Rosatom"

Organizer: SC "Rosatom"

Number of remaining working days for the supplier to sign the contract: five

Contract versions

Draft agreement

Latest version: [Contract \[3\] .txt](#), size 16 b, added on 11/04/2020 15:39 [GMT +3]

Documents

Disagreement protocols

Files missing

Protocols of refusal to conclude an agreement

Files missing

Contract status

The contract is agreed with the customer

Signing a contract

Fig. 21

7) In the data confirmation form that opens (Fig. 22), carefully re-read the information contained in the text field.

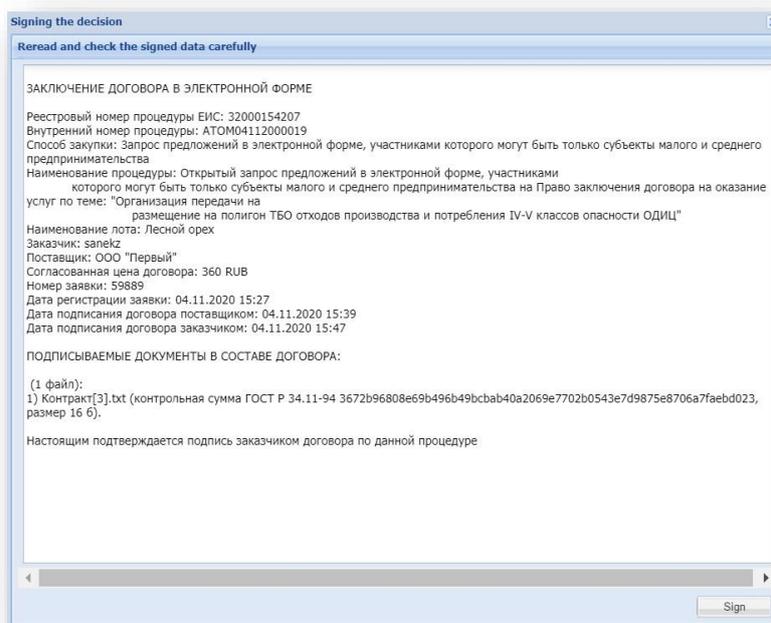


Fig. 22

8) If all the specified data is correct, click **Sign**, in the window that opens, click **Yes** and select the registered ES, then click **OK**. You will see a message about the successful signing of the contract by the Supplier.

9) The Contract will change the status to **Contract is concluded**.

10) The result of signing the contract by the Customer will be transmitted to the Rosatom Procurement System through integration.

3.1.5. Recognition of the Supplier Evaded from the Conclusion of a Contract

1) Form a Protocol for recognizing the supplier as having evaded the conclusion of the contract in two cases:

- a. The Supplier has decided to withdraw from the contract.
- b. The Supplier is overdue in signing the contract.
- c. The Supplier has overdue and failed to provide the files required for conclusion of the contract.

2) Rosatom Procurement System needs to create a Protocol and send it to the ETP through integration.

3) After sending to the ETP, a draft protocol is automatically created.

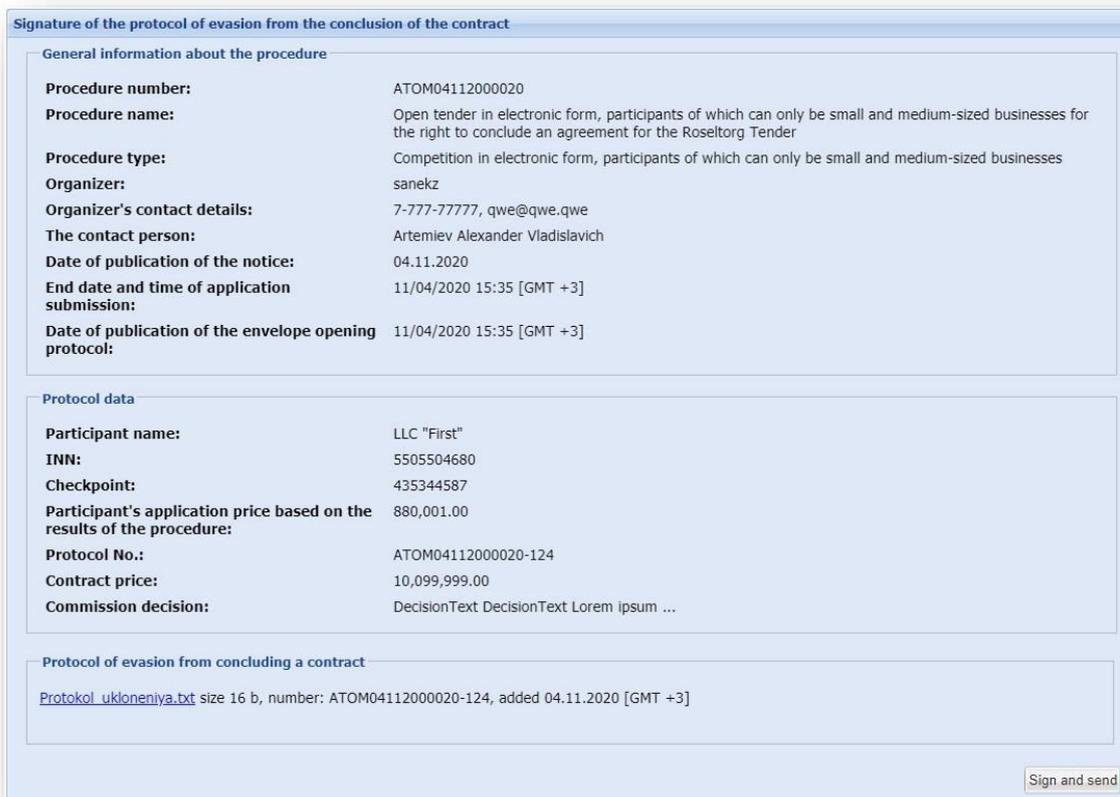
4) To view and publish a draft protocol, go to the section with procedures in your Profile, select the appropriate one in the list, then select Sign a protocol of evasion from concluding a contract in the Operations column (Fig. 23).



room	Registry No.	A t.	Organizer	Name	Applications	Acceptance of app.	Amount	Status	Operations
p160449...	ATOM04112000020		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender	2	04.11.2020 15:35	RUB 10,099,999.00	Conclusion of a contract	

Fig. 23

5) The Signature of the protocol of evasion from the conclusion of the contract form opens (Fig. 24).



Signature of the protocol of evasion from the conclusion of the contract

General information about the procedure

Procedure number: ATOM04112000020
Procedure name: Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender
Procedure type: Competition in electronic form, participants of which can only be small and medium-sized businesses
Organizer: sanekz
Organizer's contact details: 7-777-77777, qwe@qwe.qwe
The contact person: Artemiev Alexander Vladislavich
Date of publication of the notice: 04.11.2020
End date and time of application submission: 11/04/2020 15:35 [GMT +3]
Date of publication of the envelope opening protocol: 11/04/2020 15:35 [GMT +3]

Protocol data

Participant name: LLC "First"
INN: 5505504680
Checkpoint: 435344587
Participant's application price based on the results of the procedure: 880,001.00
Protocol No.: ATOM04112000020-124
Contract price: 10,099,999.00
Commission decision: DecisionText DecisionText Lorem ipsum ...

Protocol of evasion from concluding a contract

[Protokol_ukloneniya.txt](#) size 16 b, number: ATOM04112000020-124, added 04.11.2020 [GMT +3]

Sign and send

Fig. 24

6) To publish the protocol, select **Sign and send**. Read the information carefully on the Confirmation form (Fig. 25).

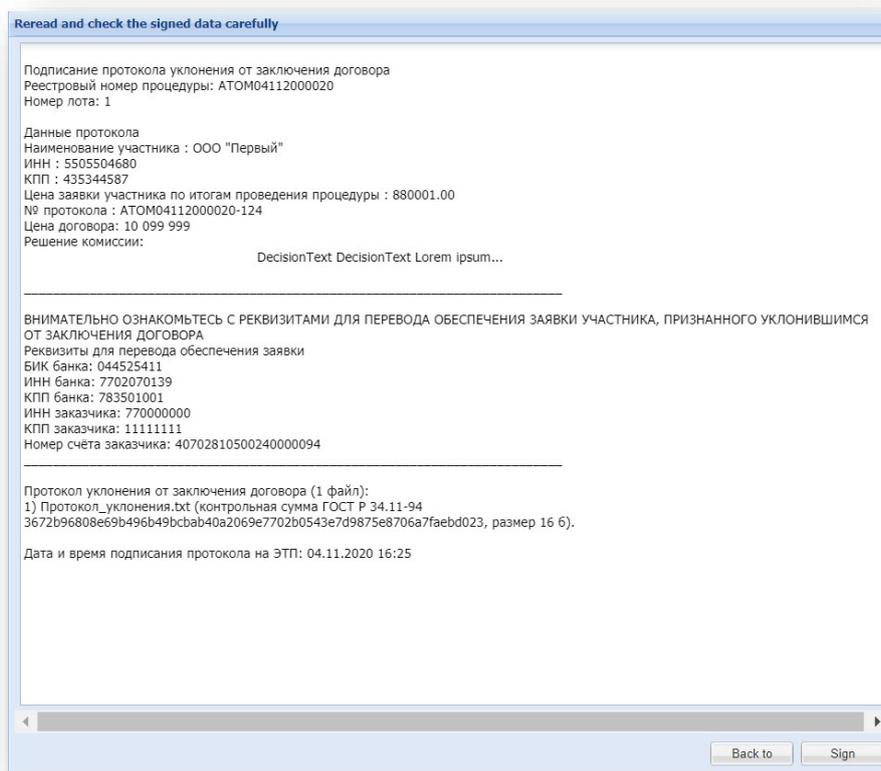
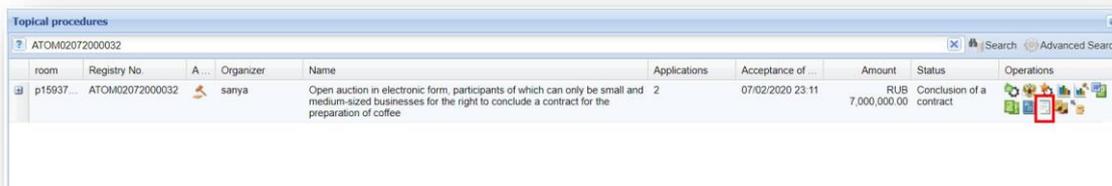


Fig. 25

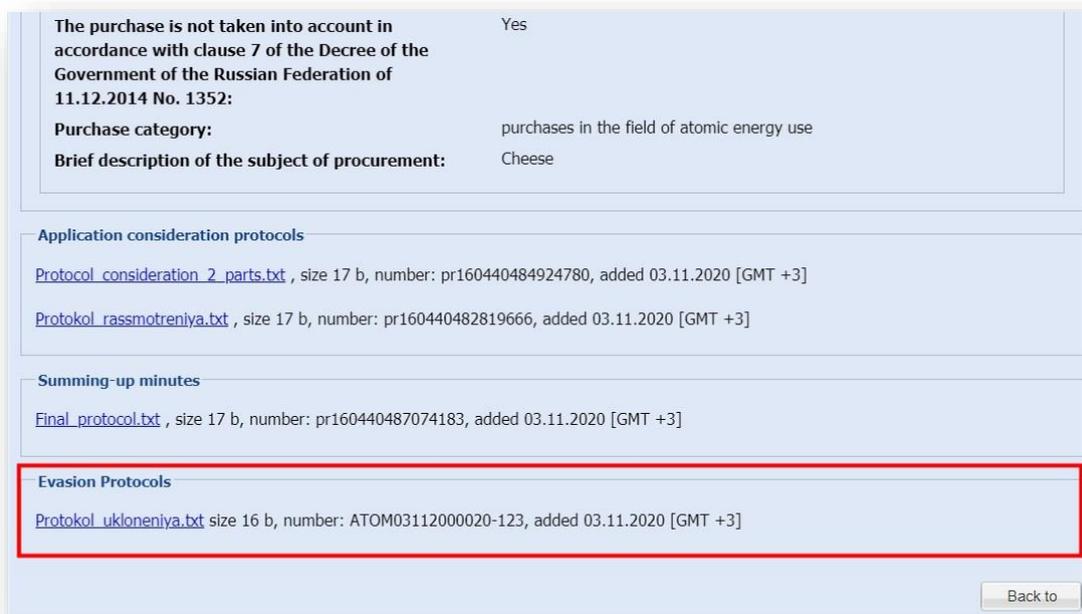
- 7) If all the specified data is correct, click on **Sign**.
- 8) Click **Yes** and select the registered ES certificate, then click **OK**. You will see a message about the successful publication of the protocol on the ETP.
- 9) After publication, the protocol will be automatically sent to the EIS via integration (see paragraph 8). the Protocol is expected to be signed at the EIS by the Organizer.
- 10) To view the published protocol, go to the procedure registry section in your Profile and select the appropriate one in the list, then select Protocols in the Operations column (Fig. 26).



room	Registry No	A. ...	Organizer	Name	Applications	Acceptance of ...	Amount	Status	Operations
p15937...	АТОМ02072000032		sanya	Open auction in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude a contract for the preparation of coffee	2	07/02/2020 23:11	RUB 7,000,000.00	Conclusion of a contract	

Fig. 26

11) On the Lot protocols form, you will be able to view and download the protocol in the Evasion Protocols section (Fig. 27).



The purchase is not taken into account in accordance with clause 7 of the Decree of the Government of the Russian Federation of 11.12.2014 No. 1352: Yes

Purchase category: purchases in the field of atomic energy use

Brief description of the subject of procurement: Cheese

Application consideration protocols

[Protocol_consideration_2_parts.txt](#), size 17 b, number: pr160440484924780, added 03.11.2020 [GMT +3]

[Protokol_rassmotreniya.txt](#), size 17 b, number: pr160440482819666, added 03.11.2020 [GMT +3]

Summing-up minutes

[Final_protocol.txt](#), size 17 b, number: pr160440487074183, added 03.11.2020 [GMT +3]

Evasion Protocols

[Protokol_ukloneniya.txt](#) size 16 b, number: ATOM03112000020-123, added 03.11.2020 [GMT +3]

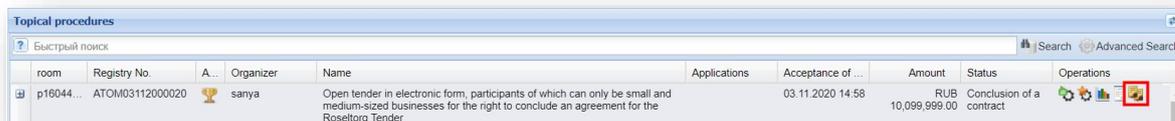
Back to

Fig. 27

3.2. Supplier Actions

3.2.1. Signing a Contract by the Supplier

1) To approve and sign the contract, the Supplier must go to the section with procedures in the Profile, select the necessary one in the list, then select Contract in the Operations column (Fig. 28).



room	Registry No.	A...	Organizer	Name	Applications	Acceptance of ...	Amount	Status	Operations
p16044...	ATOM03112000020		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender		03.11.2020 14:58	RUB 10,099,999.00	Conclusion of a contract	

Fig. 28

2) The List of contracts form displays the contract with the **Contract signed by the supplier** status, click on the contract record (Fig. 29).



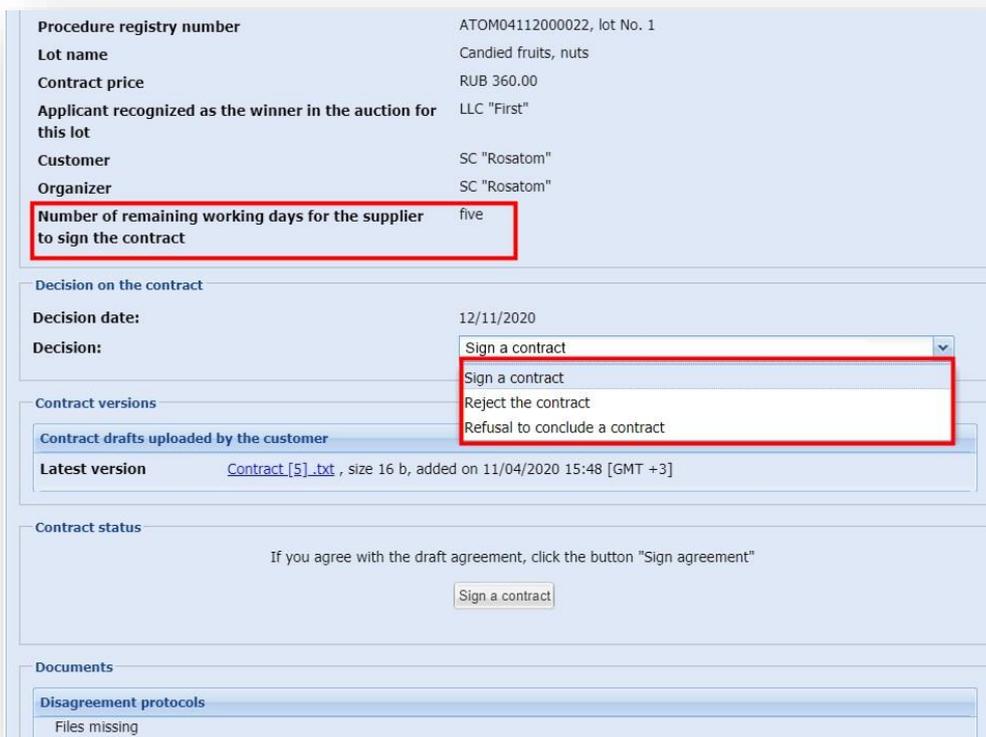
Customer	TIN of the customer	Customer's check...	Provider	TIN of the supplier	Supplier's checkp...	Status
sanya	5603569866	504871011	LLC First	5505504680	435344587	Contract signed by the supplier

Fig. 29

3) The Lot contracts form opens (Fig. 30). Carefully read the card agreement and the contract documents.

Note 3. Please note that the Customer has set a deadline for signing the contract. If the contract on your part is not signed within the specified period, the Customer may recognize you as having evaded the conclusion of the contract.

Note 4. In the case of the conclusion of an additional agreement, there is no control over the timing of the signing of the agreement.



Procedure registry number: ATOM0411200022, lot No. 1

Lot name: Candied fruits, nuts

Contract price: RUB 360.00

Applicant recognized as the winner in the auction for this lot: LLC "First"

Customer: SC "Rosatom"

Organizer: SC "Rosatom"

Number of remaining working days for the supplier to sign the contract: five

Decision on the contract

Decision date: 12/11/2020

Decision: **Sign a contract**

Contract versions

Contract drafts uploaded by the customer

Latest version: [Contract \[5\].txt](#), size 16 b, added on 11/04/2020 15:48 [GMT +3]

Contract status

If you agree with the draft agreement, click the button "Sign agreement"

Sign a contract

Documents

Disagreement protocols

Files missing

Fig. 30

4) If the NMC amount exceeds 100,000 thousand rubles, the form of the agreement card will contain an additional block «Source of debiting the victory fee» (Fig. 30).



Contracts for lot

Lot Information

Registration number of the procedure	ATOM03032200017, lot № 1
Lot name	Candied fruits and nuts
Contract price	805 945,48 RUB
The applicant recognized as the winner in the procedure for this lot	qwer1 LLC
Customer	sanez
Organizer	sanez

Decision on the contract

The number of remaining days for signing the contract by the supplier: 4

Date of the decision: 08.03.2022 23:59

Decision:

Source of payment deduction for winning

Payment method:

Versions contract

Contract drafts uploaded by the customer

Latest version [Контракт.txt](#), size 16 b, added 03.03.2022 16: 58 [GMT +3]

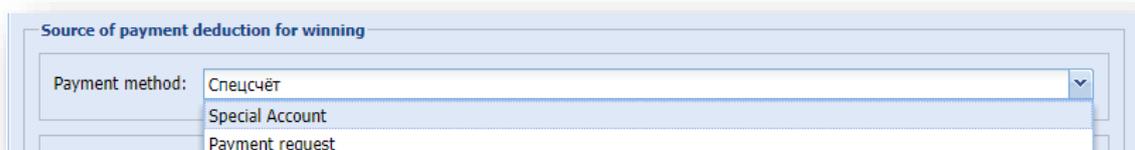
Contract status

If you agree with the draft agreement, click «Sign the contract»

Documents

Fig. 31

5) When you select the «Payment Method» field, a drop-down list will be displayed to select the required value: «Special Account» or «Payment Request» (Fig. 32). If you select the source of debiting the victory fee «Special Account», after the conclusion of the contract, funds will be automatically debited from the special account indicated on the form of the agreement card. If you select the source of payment for the victory «Request for payment», after the conclusion of the contract, the Supplier will receive a letter with a request to pay for the victory in the procedure using the details specified in the letter.



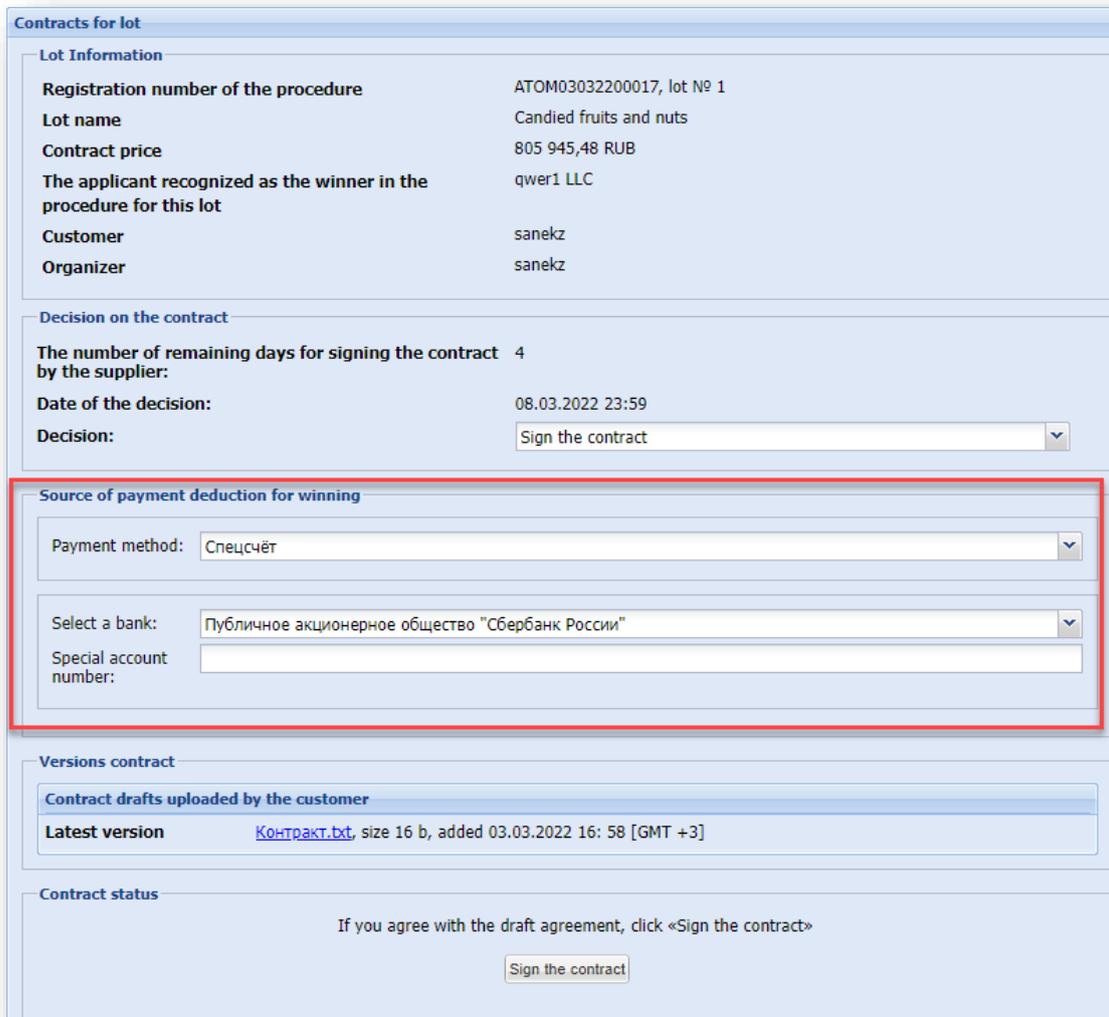
Source of payment deduction for winning

Payment method:

- Special Account
- Payment request

Fig. 32

6) If you select the value of the «Special account» field, additional mandatory fields will be displayed on the agreement card form: «Select a bank», «Special account number» (Fig. 33).



Contracts for lot

Lot Information

Registration number of the procedure	ATOM03032200017, lot № 1
Lot name	Candied fruits and nuts
Contract price	805 945,48 RUB
The applicant recognized as the winner in the procedure for this lot	qwer1 LLC
Customer	sanez
Organizer	sanez

Decision on the contract

The number of remaining days for signing the contract by the supplier: 4

Date of the decision: 08.03.2022 23:59

Decision:

Source of payment deduction for winning

Payment method:

Select a bank:

Special account number:

Versions contract

Contract drafts uploaded by the customer

Latest version: [Контракт.txt](#), size 16 b, added 03.03.2022 16: 58 [GMT +3]

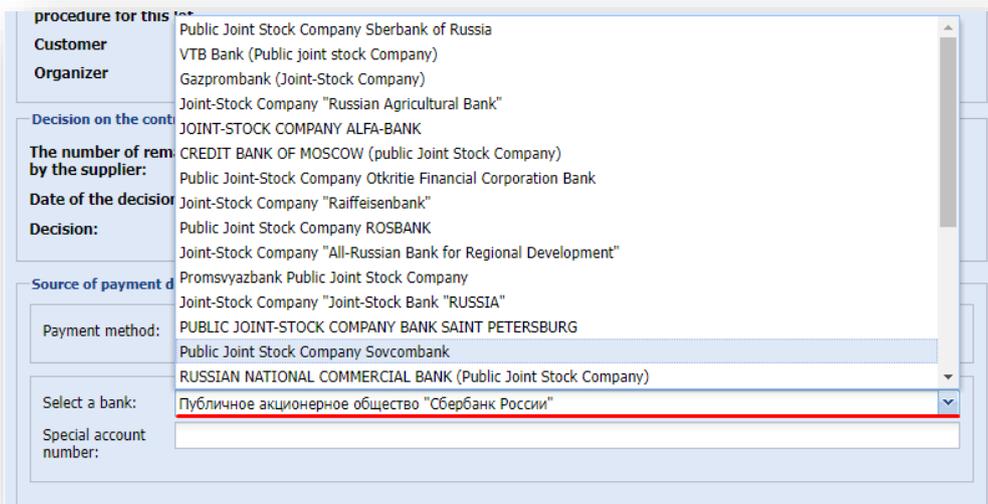
Contract status

If you agree with the draft agreement, click «Sign the contract»

Fig. 33

Note 5. If the procedure required collateral and «Special account» was specified as the bid collateral, the «Source of payment deduction for winning» block is unavailable for editing.

7) The field «Select a bank» additionally contains a drop-down list for selecting the appropriate bank from the list. The field «Special account number» is filled in with a current special account or specified when submitting an application (Fig. 34).



procedure for this lot	
Customer	Public Joint Stock Company Sberbank of Russia
Organizer	VTB Bank (Public joint stock Company)
	Gazprombank (Joint-Stock Company)
	Joint-Stock Company "Russian Agricultural Bank"
Decision on the contract	JOINT-STOCK COMPANY ALFA-BANK
The number of remittances by the supplier:	CREDIT BANK OF MOSCOW (public Joint Stock Company)
Date of the decision	Public Joint-Stock Company Otkritie Financial Corporation Bank
Decision:	Joint-Stock Company "Raiffeisenbank"
	Public Joint Stock Company ROSBANK
	Joint-Stock Company "All-Russian Bank for Regional Development"
Source of payment deduction	Promsvyazbank Public Joint Stock Company
	Joint-Stock Company "Joint-Stock Bank "RUSSIA"
Payment method:	PUBLIC JOINT-STOCK COMPANY BANK SAINT PETERSBURG
	Public Joint Stock Company Sovcombank
	RUSSIAN NATIONAL COMMERCIAL BANK (Public Joint Stock Company)
Select a bank:	Публичное акционерное общество "Сбербанк России"
Special account number:	

Fig. 34

Note 6. If the required fields are not filled in, an error will be displayed.

8) After selecting the required value of the «Payment method» field and filling in the required fields (if any), select the «**Sign contract**» action and in the data confirmation form that opens, carefully re-read the information contained in the text field (Fig. 35).



The signing of the solution

Carefully re-read and verify the signed data

CONCLUSION OF THE CONTRACT IN ELECTRONIC FORM

Registration number of the UIS procedure: 32200311617
 Internal procedure number: ATOM03032200017
 Purchase method: Request for quotations in electronic form, which participants can only be small and medium-sized businesses
 Name of the procedure: Open request for quotations in electronic form, which participants can only be small and medium-sized businesses for the right to conclude a contract for the supply of pipes Ø 32-Ø245 steel 20 according to GOST 8732-78, GOST 10704-91
 Lot name: Candied fruits, nuts
 Customer: sanekz
 Supplier: qwer1 LLC
 Agreed contract price: 805945.48 RUB
 Application number: 374207
 Application registration date: 03.03.2022 09: 16
 Source of payment deduction for winning: Payment request
 Date of signing the contract by the supplier: 04.03.2022 10: 24

DOCUMENTS TO BE SIGNED AS PART OF THE AGREEMENT:

(1 file):
 1) Контракт.txt (checksum GOST R 34.11-94 3672b96808e69b496b49bcbab40a2069e7702b0543e7d9875e8706a7faebd023, size 16 b).

The applicant's signature of the contract under this procedure is hereby confirmed

Signed by

Fig. 35

9) If all the specified data is correct, click **Sign**, in the opened window click **Yes** and select the registered ES certificate, then click **OK**. You will see a message about the successful signing of the contract by the Supplier.

10) To make a decision on the contract, the Supplier has the following options:

Sign a contract – the contract meets all the requirements and will be signed by the Supplier.

Reject the contract – the Supplier has a disagreement about the contract.

Refusal to conclude a contract – the Supplier expresses a refusal and will not conclude a contract.

Note 7. Please note that if the decision is made to refuse to conclude a contract, the Customer recognizes you as having evaded to conclude the contract

11) If there are no differences in the agreement, click **Sign**. In the Confirmation form that opens (Fig. 36), carefully re-read the information contained in the text field.

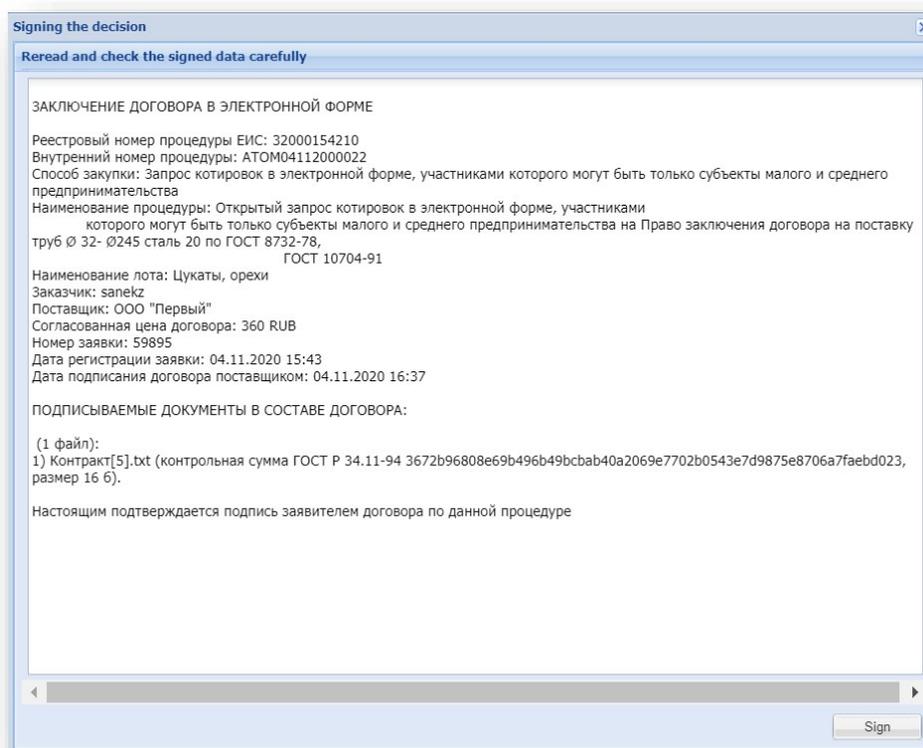


Fig. 36

12) If all the specified data is correct, click **Sign**, in the opened window click **Yes** and select the registered ES certificate, then click **OK**. You will see a message about the successful signing of the contract by the Supplier.

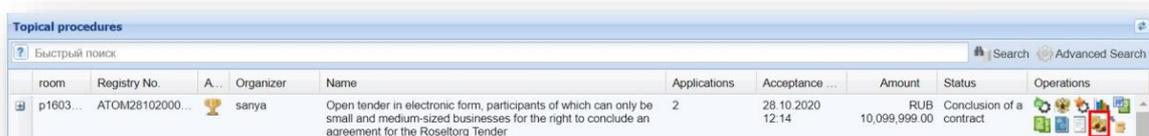
13) The contract will change the status to **Agreement subject to agreement with the customer**. Wait for the customer's decision.

14) After the customer signs the contract, it will change the status to **Contract is concluded**.

3.2.2. Rejecting a Contract

1) If the Supplier has disagreements on the submitted draft contract, the Supplier can reject the contract.

2) To do this, go to the section with procedures in your Profile, select the necessary one in the list, then select Contracts in the Operations column (Fig. 37).



room	Registry No.	A...	Organizer	Name	Applications	Acceptance ...	Amount	Status	Operations
p1603...	ATOM28102000...		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roselorg Tender	2	28.10.2020 12:14	RUB 10,099,999.00	Conclusion of a contract	

Fig. 37

3) The List of contracts form displays the contract with the **Contract signed by the supplier** status, click on the contract record (Fig. 29).



Customer	TIN of the customer	Customer's check...	Provider	TIN of the supplier	Supplier's checkp...	Status
sanya	5603569866	504871011	LLC First	5505504680	435344587	Contract signed by the supplier

Fig. 38

4) The Lot contracts form opens (Fig. 39), in the Decision box select **Reject the contract**. To publish the Disagreement protocol, upload the document in the Disagreement protocols section and click **Sign**.

Note 8. Please note that the customer has set a deadline for signing the contract by the Supplier. If the contract is not signed by the Supplier within the specified period, the Customer may recognize you as having evaded to conclude the contract.

Lot contracts

Lot information

Procedure registry number	ATOM04112000022, lot No. 1
Lot name	Candied fruits, nuts
Contract price	RUB 360.00
Applicant recognized as the winner in the auction for this lot	LLC "First"
Customer	SC "Rosatom"
Organizer	SC "Rosatom"
Number of remaining working days for the supplier to sign the contract	five

Decision on the contract

Decision date: 12/11/2020

Decision:

Contract versions

Contract drafts uploaded by the customer

Latest version	Contract[5].txt , size 16 b, added on 11/04/2020 15:48 [GMT +3]
-----------------------	---

Documents

Disagreement protocols

Files missing

You need to attach a protocol of disagreement

Documents

Protocols of refusal to conclude an agreement

Files missing

Fig. 39

5) In the data confirmation form that opens (Fig. 40), carefully re-read the information contained in the text field.

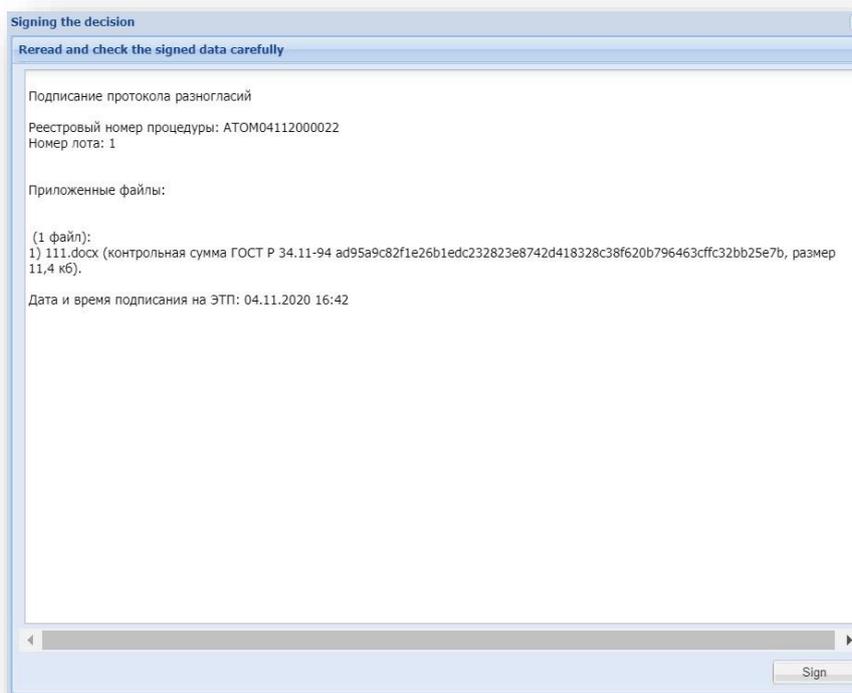


Fig. 40

6) If all the specified data is correct, click **Sign**, in the opened window click **Yes** and select the registered ES certificate, then click **OK**. You will see a message about the successful signing of the contract by the supplier.

7) The contract will change the status to **Supplier rejected the contract**. Wait for the Customer's decision.

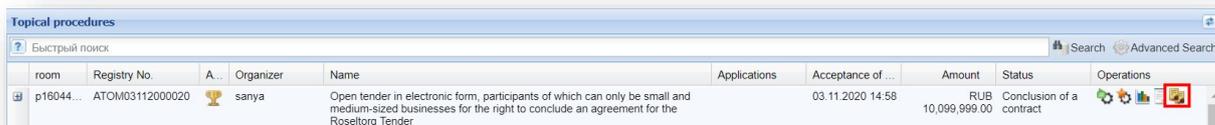
8) The Customer will decide whether or not to make changes to the contract and send the contract for re-signing from your side.

3.2.3. Refusal to Conclude a Contract

1) the Supplier may refuse to conclude a contract with the Customer specifying the reason.

Note 9. Please note that if a decision is made to refuse to conclude the contract, the Customer may recognize you as having evaded to conclude the contract.

2) To publish a refusal to conclude a contract, go to the section with procedures in your Profile, select the appropriate one in the list, then in the Operations column select Contracts (Fig. 41).



room	Registry No.	A...	Organizer	Name	Applications	Acceptance of ...	Amount	Status	Operations
p16044...	ATOM03112000020		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Rosetorg Tender		03.11.2020 14:58	RUB 10,099,999.00	Conclusion of a contract	

Fig. 41

3) The List of contracts form displays the contract with the **Contract signed by the supplier** status, click on the contract record (Fig. 42).



Customer	TIN of the customer	Customer's check...	Provider	TIN of the supplier	Supplier's checkp...	Status
sanya	5603569866	504871011	LLC First	5505504680	435344587	Contract signed by the supplier

Fig. 42

4) The Lot contracts form opens (Fig. 43), upload documents to the Protocols of refusal of conclusion of the contract section and choose the decision – **Rejection of the agreement**. Then click **Sign**.

Lot information	
Procedure registry number	ATOM04112000022, lot No. 1
Lot name	Candied fruits, nuts
Contract price	RUB 360.00
Applicant recognized as the winner in the auction for this lot	LLC "First"
Customer	SC "Rosatom"
Organizer	SC "Rosatom"
Number of remaining working days for the supplier to sign the contract	five

Decision on the contract	
Decision date:	12/11/2020
Decision:	Refusal to conclude a contract

Contract versions	
Contract drafts uploaded by the customer	
Latest version	Contract [5].txt , size 16 b, added on 11/04/2020 15:48 [GMT +3]

Documents	
Disagreement protocols	
Latest version	111.docx , size 11.4 kb, added on 11/04/2020 16:42 [GMT +3] <input type="button" value="Delete"/>

Documents	
Protocols of refusal to conclude an agreement	
Files missing	
You need to attach a protocol of refusal to conclude an agreement	
<input type="button" value="Upload document"/> <input type="button" value="Sign"/>	

Fig. 43

5) In the data confirmation form that opens (Fig. 40), carefully re-read the information contained in the text field.

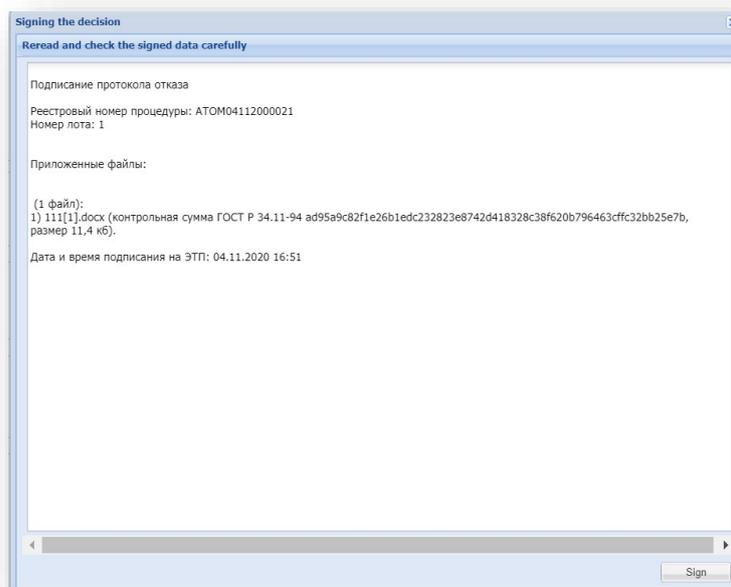


Fig. 44

- 6) If all the specified data is correct, click **Sign**, in the window that opens, click **Yes** and select the registered ES certificate, then click **OK**. You will see a message about the successful signing of the decision to refuse to conclude the contract.
- 7) The contract will change the status to **Supplier refused to sign the contract**.
- 8) The Customer will be able to publish the protocol of the Supplier's evasion from concluding the contract.

4. REQUESTS OF FILES MANDATORY FOR THE CONCLUSION OF THE CONTRACT

4.1. Sending a Request to the Supplier

1) If necessary, the Customer can send the Supplier a request for files required for the conclusion of a contract (hereinafter referred to as the request for files), with which the contract is concluded.

2) The request for files is not linked to a specific agreement and can be sent at any time at the stage of concluding a contract.

3) The request for files must be generated in the Rosatom Procurement System and transmitted to the ETP via integration.

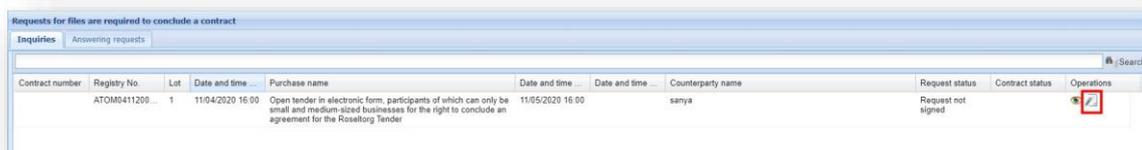
4) After sending to the ETP, a draft request is automatically created.

5) To view and publish a draft, go to the section Contracts – Requests for files required for conclusion – Drafts in your Profile. A list of all draft requests will open (Fig. 45).



Fig. 45

6) To sign and send the request to the Supplier, select the Sign request icon in the Operations column (Fig. 46).



Contract number	Registry No.	Lot	Date and time	Purchase name	Date and time	Date and time	Counterparty name	Request status	Contract status	Operations
ATOM0411200...	1		11/04/2020 16:00	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Rosatom Tender	11/05/2020 16:00		sanya	Request not signed		

Fig. 46

7) On the Request for files form that opens, click Sign and publish (Fig. 47).

Request for files required to conclude a contract

Procedure Details

Procedure number:	ATOM04112000023
Procedure name:	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Roseltorg Tender
Procedure type:	Competition in electronic form, participants of which can only be small and medium-sized businesses
Organizer:	sanez
Organizer's contact details:	7-777-77777, qwe@qwe.qwe
The contact person:	Artemiev Alexander Vladislavich
Date of publication of the notice:	04.11.2020
End date and time of application submission:	11/04/2020 15:52 [GMT +3]
Date of publication of the envelope opening protocol:	11/04/2020 15:52 [GMT +3]

Date and time of the end of the response: 11/05/2020 16:00 [GMT +3]

Files required for concluding a contract

Beneficiary information:

Response time: 05.11.2020 16:00 [GMT +3]
 Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Resource Help:

Response time: 05.11.2020 16:00 [GMT +3]
 Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Reference :

Response time: 05.11.2020 16:00 [GMT +3]
 Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

Fig. 47

- 8) Read the information carefully in the data confirmation form (Fig. 48).

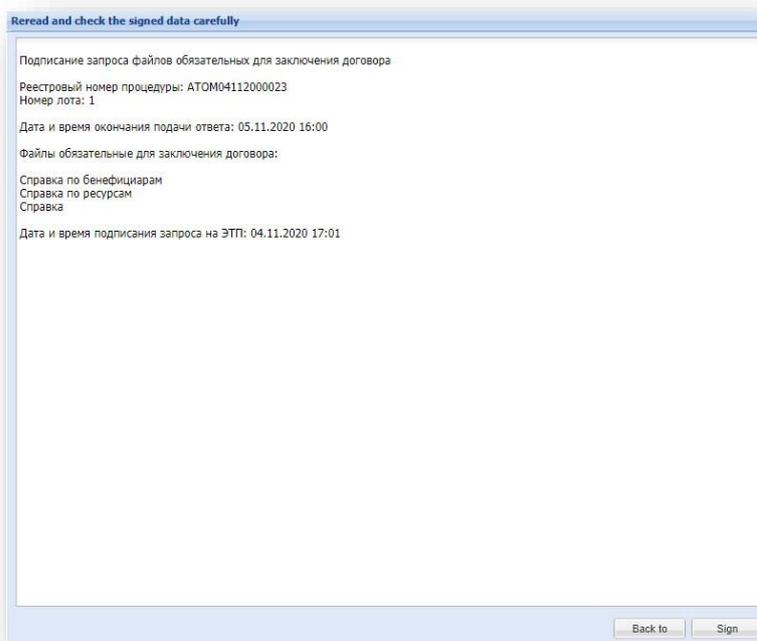


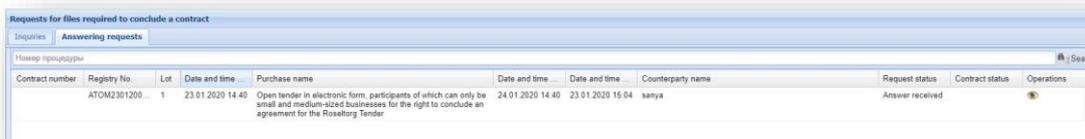
Fig. 48

- 9) If all the specified data is correct, click **Sign**.
- 10) In the window that opens, click **Yes** and select the registered ES certificate and click **OK**. You will see a message about the successful publication of the request on the ETP.
- 11) After publication, the request will be automatically sent to the Supplier.
- 12) The published request is available for viewing in the section Contracts – Requests for files required for conclusion – Published. A list of all draft requests opens (Fig. 49).



Fig. 49

- 13) After the Supplier sends the requested information, it will be transmitted to the Rosatom Procurement System and available for viewing on the ETP (Fig. 50).



Contract number	Registry No.	Lot	Date and time	Purchase name	Date and time	Date and time	Counterparty name	Request status	Contract status	Operations
ATOM2301200	1		23.01.2020 14:40	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the Rosatom Tender	24.01.2020 14:40	23.01.2020 15:04	sanya	Answer received		

Fig. 50

4.1. Sending a Response by the Supplier

1) When sending a request for files that are mandatory for concluding a contract within the period specified in the request, the Supplier shall provide a response and send the required documents.

Note 10. Please note that the Customer has set a deadline for submitting a request. If the response to the request is not provided within the specified period, the Customer may recognize you as having evaded the conclusion of the contract.

2) To respond to the request, go to Contracts – Requests for files required for entering into a contract – Published in your Profile. A list of all requests opens (Fig. 51).



Fig. 51

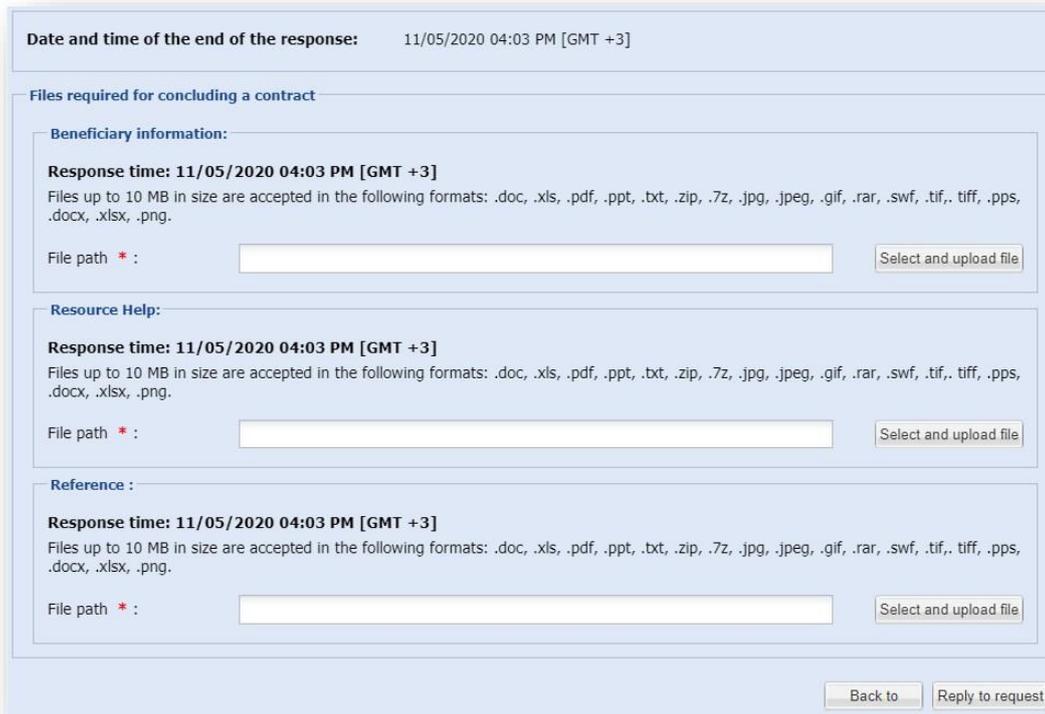
3) In the list of requests, in the Operations column select the **Post response** icon (Fig. 52).



Contract number	Registry No.	Lot	Date and time	Purchase name	Date and time	Date and time	Counterparty name	Request status	Contract status	Operations
ATOM0411200	1		11/04/2020 16:03	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODiC"	11/05/2020 16:03		sanya	No response received		

Fig. 52

4) On the Request for files required to conclude a contract form, read the list of requested information, then attach the documents to the appropriate sections and click **Reply to request** (Fig. 53).



Date and time of the end of the response: 11/05/2020 04:03 PM [GMT +3]

Files required for concluding a contract

Beneficiary information:

Response time: 11/05/2020 04:03 PM [GMT +3]
 Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

File path * :

Resource Help:

Response time: 11/05/2020 04:03 PM [GMT +3]
 Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

File path * :

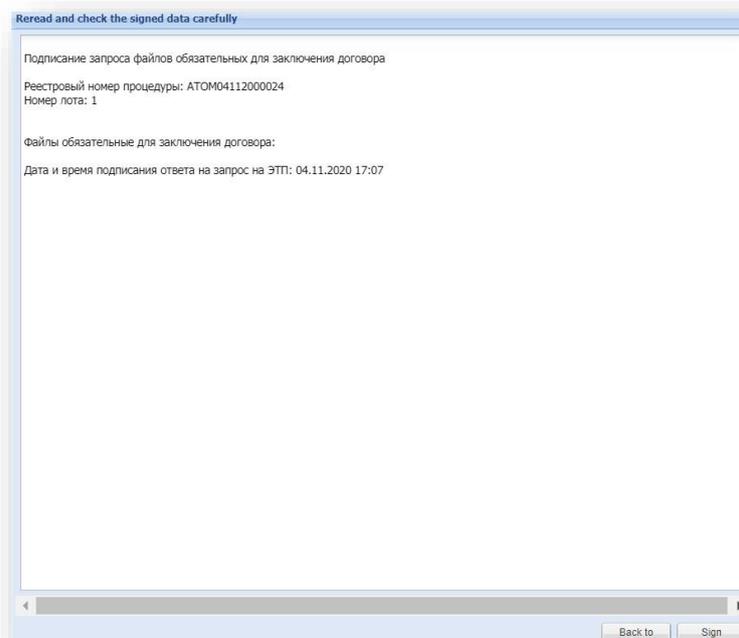
Reference :

Response time: 11/05/2020 04:03 PM [GMT +3]
 Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

File path * :

Fig. 53

5) Read the information carefully in the data confirmation form and click **Sign** to publish a response (Fig. 54).



Reread and check the signed data carefully

Подписание запроса файлов обязательных для заключения договора

Реестровый номер процедуры: АТОМ04112000024
 Номер лота: 1

Файлы обязательные для заключения договора:

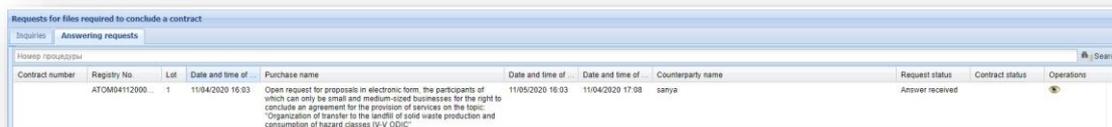
Дата и время подписания ответа на запрос на ЭТП: 04.11.2020 17:07

Fig. 54

6) In the window that opens, click **Yes** and select the registered ES certificate and click **OK**. You will see a message about the successful publication of the response on the ETP.

7) After publication, the response to the request will be automatically sent to the Customer.

8) The published response to the request is available for viewing at Contracts – Requests for files required for entering into a contract – Published, on the Answering requests tab (Fig. 55).



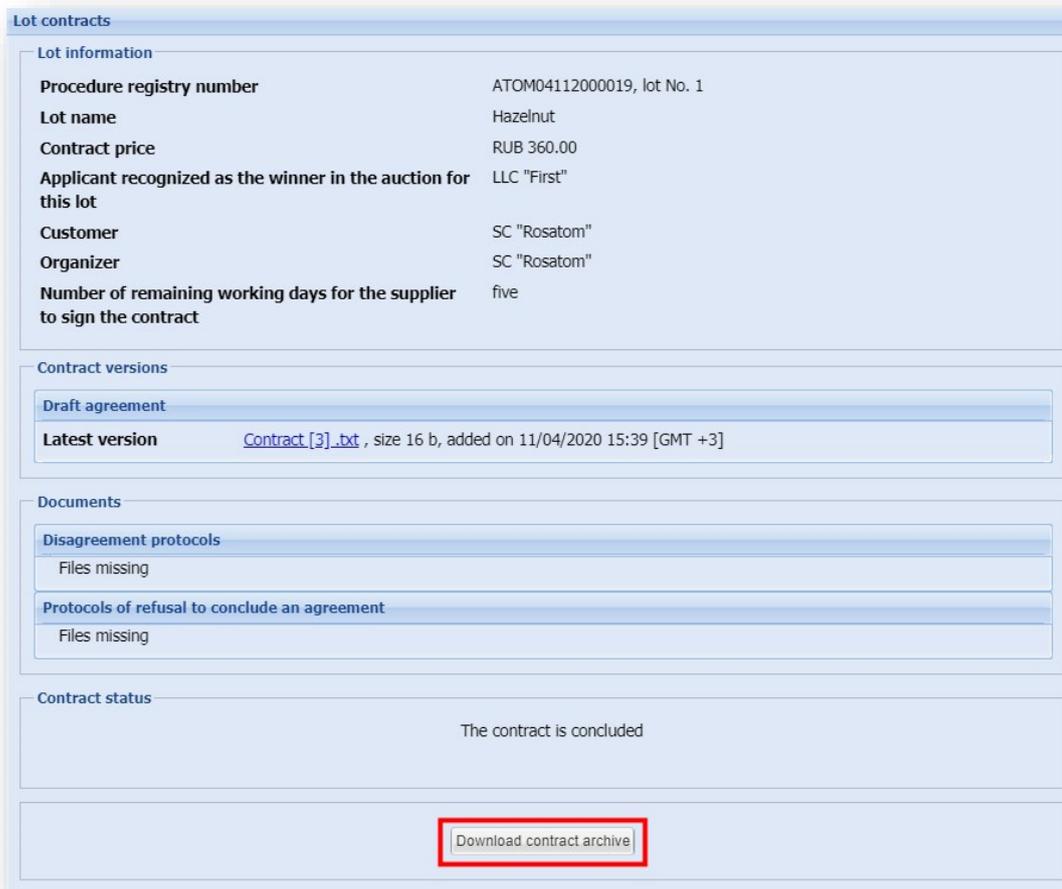
Contract number	Registry No.	Lot	Date and time of ...	Purchase name	Date and time of ...	Date and time of ...	Counterparty name	Request status	Contract status	Operations
ATOM04112000...		1	11/04/2020 16:03	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODC"	11/05/2020 16:03	11/04/2020 17:08	sanya	Answer received		

Fig. 55

5. DOWNLOADING OF THE ARCHIVE WITH A CONTRACT AND E-SIGNATURES

1) After the contract is signed by the Customer and the Supplier, the contract status changes to **the contract is concluded** and you can download the contract archive containing the counterparties' ES.

2) To download the archive, open the Lot contracts form and select **Download the contract archive** (Fig. 56).



Lot contracts

Lot information

Procedure registry number	ATOM04112000019, lot No. 1
Lot name	Hazelnut
Contract price	RUB 360.00
Applicant recognized as the winner in the auction for this lot	LLC "First"
Customer	SC "Rosatom"
Organizer	SC "Rosatom"
Number of remaining working days for the supplier to sign the contract	five

Contract versions

Draft agreement
Latest version Contract [3] .txt , size 16 b, added on 11/04/2020 15:39 [GMT +3]

Documents

Disagreement protocols
Files missing
Protocols of refusal to conclude an agreement
Files missing

Contract status

The contract is concluded

[Download contract archive](#)

Fig. 56

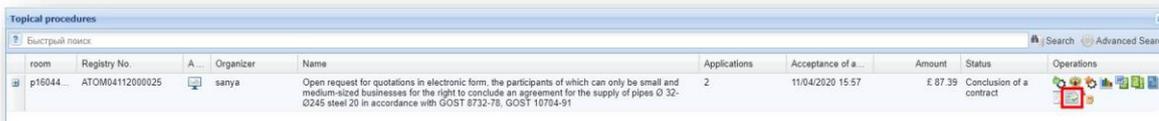
6. REFUSAL TO CONCLUDE A CONTRACT BY THE CUSTOMER

1) After summing up the results of the procedure, the Customer may decide not to conclude a contract with the winner by publishing the Protocol of refusal to conclude a contract.

2) The Protocol is formed by the Organizer in the Rosatom Procurement System and is sent to the integrated ETP.

3) After sending to the ETP, a draft protocol is automatically created.

4) To view and publish the draft protocol, go to the Topical procedures section in your Profile and select the appropriate one in the list, then select Publication of **Sign the protocol of refusal to conclude an agreement** in the Operations column (Fig. 57).



room	Registry No.	A...	Organizer	Name	Applications	Acceptance of a...	Amount	Status	Operations
p16044...	ATOM0412000025		sanya	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32-0245 steel 20 in accordance with GOST 8732-76, GOST 10704-91	2	11/04/2020 15:57	E 87.39	Conclusion of a contract	

Fig. 57

5) The Signature of the protocol of refusal to conclude an agreement form will be opened (Fig. 58). Click **Sign and send** to send the protocol.

Signature of the protocol of refusal to conclude an agreement

General information about the procedure	
Procedure number:	ATOM04112000025
Procedure name:	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-91
Procedure type:	Request for quotations in electronic form, the participants of which can only be small and medium-sized businesses
Organizer:	sane kz
Organizer's contact details:	7-777-77777, qwe@qwe.qwe
The contact person:	Artemiev Alexander Vladislavich
Date of publication of the notice:	04.11.2020
End date and time of application submission:	11/04/2020 15:57 [GMT +3]
Date of publication of the envelope opening protocol:	11/04/2020 15:57 [GMT +3]

Protocol data	
Participant name:	LLC "First"
INN:	5505504680
Checkpoint:	435344587
Participant's application price based on the results of the procedure:	820,936.80
Protocol No.:	ATOM04112000025-125
Rejection reason:	reason for refusal to conclude a contract

Protocol of refusal to conclude an agreement

[Protokol_otkaza.txt](#) size 16 b, number: ATOM04112000025-125, added 04.11.2020 [GMT +3]

Fig. 58

- 6) Read the information carefully in the data confirmation form (Fig. 59).

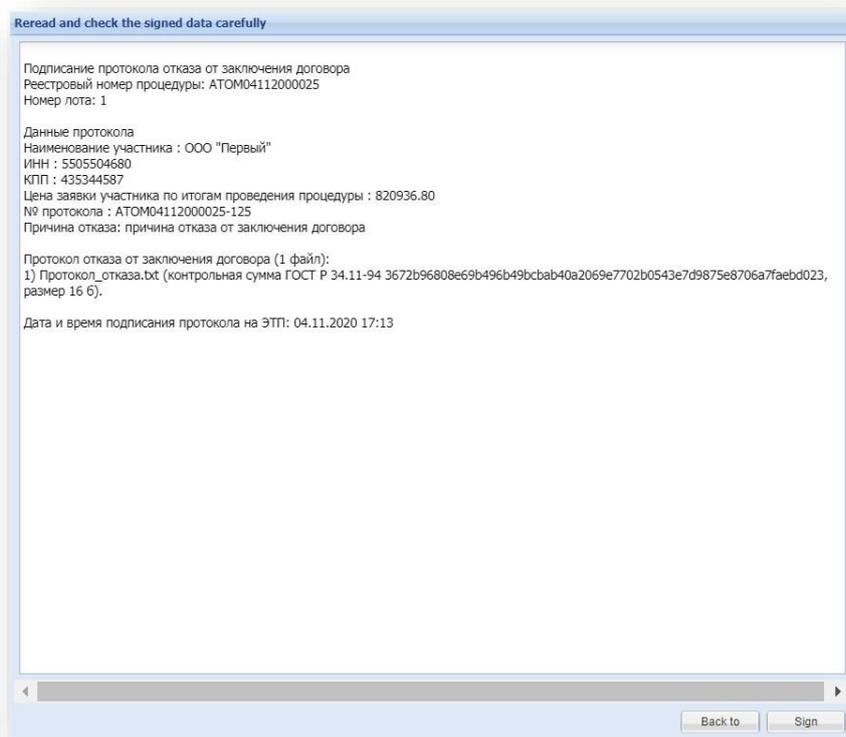
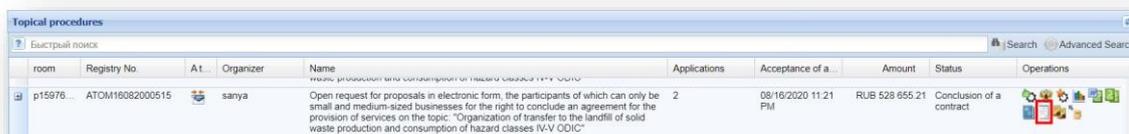


Fig. 59

- 7) If all the specified data is correct, click **Sign**
- 8) In the window that opens, click **Yes** and select the registered ES certificate and click **OK**. You will see a message about the successful publication of the response on the ETP.
- 9) To view the published protocol, go to the Topical procedures section in your Profile and select the appropriate one in the list, then select Protocols in the Operations column (Fig. 60).



room	Registry No.	At.	Organizer	Name	Applications	Acceptance of a...	Amount	Status	Operations
p15976...	АТОМ16082000515		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODC"	2	08/16/2020 11:21 PM	RUB 528 655 21	Conclusion of a contract	

Fig. 60

- 10) On the Lot protocols form that opens, in the Protocols of refusal to conclude an agreement form, you will be able to view and download the protocol (Fig. 61).

Additional information by lot	
The procedure for forming the contract price:	The procedure for forming the contract price 111
The purchase is not included in the procurement plan in accordance with part 15 of Article 4 of Law No. 223-FZ:	Yes
With regard to the procurement participants, a requirement was established to involve subcontractors (co-executors) from among small and medium-sized businesses in the execution of the contract:	Yes
The purchase is not taken into account in accordance with clause 7 of the Decree of the Government of the Russian Federation of 11.12.2014 No. 1352:	Yes
Purchase category:	purchases in the field of atomic energy use
Brief description of the subject of procurement:	Candied fruit

Application consideration protocols

[Protokol_rassmotreniya.txt](#), size 17 b, number: pr160449470517965, added 04.11.2020 [GMT +3]

Summing-up minutes

[Final_protocol.txt](#), size 17 b, number: pr160449472763726, added 04.11.2020 [GMT +3]

Protocols of refusal to conclude an agreement

[Protokol_otkaza.txt](#) size 16 b, number: ATOM04112000025-125, added 04.11.2020 [GMT +3]

Back to

Fig. 61

7. SUSPENSION AND RENEWAL OF A CONTRACT

1) When submitting a complaint, as well as decisions made to the Central Arbitration Committee (CAC), Arbitration Committee (AC) and other authorized bodies, the ETP ensures the possibility of suspending and resuming the contract conclusion process.

2) The decision to suspend must be formed in the Rosatom Procurement System and transmitted to the ETP via integration.

3) After receiving the package, a draft decision on suspension/renewal is automatically created on the ETP.

4) At the ETP, you will need to sign the decision to suspend/resume the ETP.

5) To sign the suspension decision, go to the Topical procedures section and select  icon in case of suspension or  icon in case of resumption of the contract conclusion process.

6) In the form that opens, click **Sign and send** and select the registered ES certificate, then click **OK**.

7) If the decision is successfully signed, the contract signing process will be suspended/resumed.

8. INTEGRATION WITH THE UNIFIED PROCUREMENT INFORMATION SYSTEM (EIS)

8.1. Configuration with EIS

To publish the procedure for integrating some information in the EIS (www.zakupki.gov.ru) you need to make the following settings via the ETP. The Customer enters authorization data in their Profile on the site at Settings – Information about the organization you represent – EIS exchange settings.



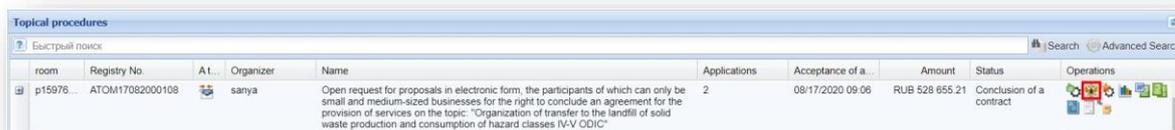
Fig. 62

Enter the user login and password in the Personal account on the EIS, then click **Save**.

8.1. Log of the EIS Integration

- 1) During the SME procedures the ETP integrates with the EIS.
- 2) The ETP receives the following data from the EIS:
 - Notification / change of notification and documentation of the procedure.
 - Statuses about the fact of publication of information in the EIS:
 - a. Requests for clarification of the application provisions.
 - b. Protocol of pre-contractual negotiations.
 - c. Protocol of refusal to conclude the contract.
 - d. Protocol of recognition of the supplier as having evaded the conclusion of the contract.
- 3) The ETP sends the following data to the EIS:
 - Request for clarification of documentation.
 - Protocol for consideration of applications.
 - Protocol for reviewing the first parts of applications.
 - Protocol for reviewing the second parts of applications.

- Protocol for requesting clarifications of the application provisions.
 - Requests for clarification of the application provisions.
 - The start time for the submission of quotations/Additional price offers.
 - Protocol for comparing price offers.
 - Protocol of summing up.
 - Protocol of pre-contractual negotiations.
 - Protocol of refusal to conclude an agreement.
 - Protocol for recognizing the supplier as having evaded the conclusion of the contract.
- 4) To view the exchange of information between the ETP and the EIS, there is provided a log of integration with the EIS in the section Interaction with the EIS (Fig. 63).



room	Registry No	At...	Organizer	Name	Applications	Acceptance of a...	Amount	Status	Operations
p15976...	ATOM17082000108		sanya	Open request for proposals in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the provision of services on the topic: "Organization of transfer to the landfill of solid waste production and consumption of hazard classes IV-V ODIIC"	2	08/17/2020 09:06	RUB 528 655.21	Conclusion of a contract	

Fig. 63

- 5) In case of errors when sending information to the EIS, in the Interaction with the EIS form click the **Reforwarding a package** icon so you can resend information (Fig. 64).



D...	Date and time ...	Procedure	EIS number	A type	Name	Result	Operations
▲	11/04/2020 16:22:41	ATOM0411200...	32000154215	purchaseProtocolRZ1KE...	Minutes of consideration of the first parts of applications for the competition	Incorrect data: Purchase with registrationNumber = 32000154215 is not at the stage "Commission work", therefore, a protocol cannot be generated for it	
▼	11/04/2020 16:16:27	ATOM0411200...	32000154215	purchaseNotice	Procurement notice with EIS		
▼	11/04/2020 16:11:44	ATOM0411200...	32000154215	purchaseNotice	Procurement notice with EIS		

Fig. 64